



County of Galveston

Human Resources

JOB POSTING NOTICE

Galveston County is seeking a new Driver for Parks and Cultural Services! The right candidate will be responsible for providing transportation to clients for center programming.

JOB TITLE: Driver	DEPARTMENT: Parks and Cultural Services
HOURLY RATE: \$12.47 an hour	JOB GRADE: 7A
OFFICE ADDRESS: Galveston, Texas	OFFICE HOURS: To be announced

WEBSITE: <http://www.galvestoncountytexas.gov/hr/Pages/Jobs-Online.aspx>

BENEFITS:

- Medical, Dental, Vision, Disability, TCDRS Retirement, AUL Alternate Plan

TO APPLY:

To apply please visit our website: <http://www.galvestoncountytexas.gov/hr/Pages/Jobs-Online.aspx> and fill out our online application or apply in person at 722 Moody, 3rd Floor Human Resources Office.

QUALIFICATIONS/REQUIRED SKILLS

- High School Diploma/GED
- 1+ years of Customer Service experience
- Excellent communication skills, positive attitude, and friendly manner
- Must be 1st Aid/CPR Certified or the ability to obtain within the first 6 months of employment.
- Must possess a valid **Commercial driver's license with Passenger Endorsement** issued by State of Texas or the ability to obtain within the first 6 months of employment
- Must pass a Criminal Background check, Drivers License Check and pass alcohol/drug testing.
- Must have respect for clients and colleagues, and a desire to help people.
- MUST be able to operate a phone and deal with heavy client contact
- Must be able to maintain logs and reports
- Ability to follow directions and read maps
- Ability to operate a vehicle during inclement weather and through challenging roads
- Must successfully complete defensive driving annually

Preferred Skills (NOT REQUIRED):

- Bilingual – English/Spanish
- Intermediate computer skills
- Past experience working with the senior population or driving a transportation bus
- CPR/First Aid Certification preferred

RESPONSIBILITIES INCLUDE

- Completes transportation log sheets.
- Provides transportation services to seniors.
- Responsible for the creation and maintenance of an electronic and hand copy transportation route book.
- Learns assigned transportation routes.
- Assists clients in embarking and disembarking from vehicle.
- Performs pre-trip vehicle safety inspections.
- Fuels and cleans vehicle.
- Assists with room assembly and daily meal service at center.
- Able to report regularly for work and be on time.
- Performs other duties as assigned by supervisor.

Date Posted:	12/28/2017	ADA/Equal Employment Opportunity Employer/VETS WELCOME
---------------------	-------------------	---